

## WELCOME STATEMENT

The Department of Corrections welcomes you to Monroe Correctional Complex, which consists of 5 separate units: Washington State Reformatory (WSRU), Minimum Security Unit (MSU), Twin Rivers Unit (TRU), Special Offender Unit (SOU), and Intensive Management Unit (IMU). We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. All facilities are chewing gum and tobacco free. Please read these guidelines carefully so you may have an enjoyable visit.

## WHO CAN VISIT

Each offender may have up to 10 approved visitors per visit. NOTE: The offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away, by pre-arranging visits with the offender.

**Visitor Reminder: If you wish to be removed from an approved visitor list, please submit a written request for removal to the Superintendent/designee.**

Children under the age of 18 may visit with a parent/guardian or an approved escort only.

## WHEN YOU CAN VISIT

### Visiting Times

Where	Days	Check In Time	Check Out Time
MSU	Fri/Sat/Sun/Mon	1:00 PM 6:00 PM	3:30 PM 8:25 PM
WSRU (Refer to rotation schedule)	Fri/Sat/Sun/Mon	12:30 PM	8:25 PM
WSRU - Non-Contact	Fri/Sat/Sun/Mon	1:00 PM 6:00 PM	3:15 PM 8:15 PM
WSRU - Hospital	Fri/Sat/Sun/Mon	1:00 PM	3:15 PM
TRU	Fri/Sat/Sun/Mon	12:30 PM	8:25 PM
TRU - Non-Contact	Fri/Sat/Sun/Mon	1:00 PM 6:00 PM	3:15 PM 8:15 PM
SOU	Fri/Sat/Sun/Mon	12:30 PM	8:25 PM
SOU - Non-Contact	Fri/Sat/Sun/Mon	1:00 PM 6:00 PM	3:15 PM 8:15 PM
IMU	Fri/Sat/Sun/Mon (Depending on Level)	12:30 PM 6:00 PM	3:30 PM 8:00 PM

NOTE: There is no processing of visitors from 2:50 – 4:30 PM or until count clears.

WSRU is on a WEEKEND unit rotation schedule to ease over-crowding. Refer to rotation schedule for the Offenders' living unit visit day.

TRU is on a staggered start for processing at 12:30 and 1:30 dependent on Offenders' living unit. Refer to rotation schedule

There is no visiting on holidays that do not fall on a regular visit day.

Hospital visitors must be 18 or older. Hospitals can only accommodate 3 visitors at a time.

Offenders may request arrangements for special situations such as friends or family traveling from extended distances.

Visitors who leave during any visit period may be allowed to return during the next authorized visit period.

### **HOW YOU GET THERE**

#### **Facility Information (provided by facility)**

MSU, 16700 177th Ave. SE, P.O. Box 7001, Monroe, Wa. 98272-0777 - (360)794-2960

WSRU, 16700 177th Ave. SE, P.O. Box 777, Monroe, Wa. 98272-0777 - (360)794-2683

TRU, 16774 170th Drive SE, P.O.Box 888, Monroe, Wa. 98272-0888 - (360)794-2400

SOU, 16730 177th Ave. SE, P.O.Box 514, Monroe, Wa. 98272-0514 - (360)794-2200

IMU, 177th Ave S.E., P.O. Box 7002, Monroe, Wa. 98272-0777 - (360)794-2200

From the South – Seattle area: Take I-5 north to I-405 North to SR 522 East (the Monroe-Wenatchee-Woodinville exit) Follow SR 522 East approximately 10 miles. Take West Main exit (also the Monroe City Center); turn right and proceed down West Main Street until you reach the appropriate institution entrance.

From the North – Everett area: From I-5, take SR 2 East to Monroe. Turn right at the first light (Fryelands Boulevard). Go to the end of Fryelands Boulevard and turn left onto West Main Street. Proceed down West Main Street until you reach the appropriate institution entrance.

From East of the mountains on SR 2 (Stevens Pass): Go West on SR 2 to Monroe. Turn right at the 4th light (SR 522 West overpass entrance). Take the first exit, West Main Street and turn left. Proceed down West Main Street until you reach the appropriate institution entrance.

From East of mountains on I-90 ( Snoqualmie Pass): Go West on I-90 to North Bend exit (SR 202) to Fall City. Take SR 203 at intersection to Monroe. After crossing the bridge entering Monroe, turn left at the first light (Main and Lewis streets); proceed approximately 2 miles to appropriate entrance.

- All visitors are to stop at the speaker box and follow the officers' directions. Each facility has designated parking areas that the officer will direct you to. Visitors are allowed on institutional grounds 30 minutes prior to the beginning of visiting. All vehicles are to pull into the parking space front first (no backing into the parking space). Your vehicle must be secured, windows rolled up and doors locked. **UNDER NO CIRCUMSTANCES MAY ANY MINOR OR ANIMAL REMAIN UNATTENDED IN YOUR VEHICLE.** Vehicles are not to be left running unattended for any reason.
- NOTE: Visitors must not park at the bottom of the hill on West Main or 177th Avenue prior to visiting. Visitors waiting on grounds will NOT be allowed to smoke prior to the beginning of visiting. **SMOKING BY VISITORS ON INSTITUTION GROUNDS IS NOT PERMITTED.**

### **WHAT TO DO WHEN YOU ARRIVE**

#### Vehicles/Parking

The speed limit on facility grounds is 15 mph. Thank you for not speeding.

Vehicles should be secured.

Pets and persons not visiting may not wait in vehicles.

#### Visitor Check-In

Visitors are welcome to arrive 30 minutes prior to visits. Please check in at the visitor entrance.

Please inform staff in advance if you intend to share difficult news during your visit. Staff will attempt to make a suitable seating arrangement for your visit.

#### IMU Visits

Visits in IMU are non-contact and limited to immediate family only. IMU can accommodate up to 2 visitors at a time. Visitors will report to the Special Offender Unit (SOU). No money or debit cards are allowed in IMU visits.

Visits are on a first come, first served basis and may be cancelled due to the offender's negative behavior prior to the announced visit. Depending on the offender program level, restraints may be required for the duration of the visit. There are no visits for the first 24 hours after placement in IMU/Segregation Unit.

The amount of time an offender is allowed to visit depends on the program level:

- Level 1/Isolation - Emergency visits only and must be approved by the Associate Superintendent who oversees the IMU or designee prior to visit
- Level 2 - 1 hour per week
- Level 3 - 2 hours per week
- Level 4 - 3 hours per week

Segregation offenders are allowed no more than 3 one hour visits per week.

## Identification

All visitors 16 years of age and older will be asked to show current photo identification (e.g., driver's license, passport, military or government identification, tribal identification, alien registration, student identification). Expired or non-photo identification will not be accepted.

## Searches

Visitors will be required to sign a search permission form before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted.

You may bring the following items in a clear plastic coin purse or plastic bag:

- Money – At facilities where cash is required for vending machine purchases, each visitor will be allowed \$15.00 in change or bills in denominations of \$5.00 or less. At facilities with debit vending machines, each visitor will be allowed a vending machine debit card. Debit card limits are established by the facility based on vendor resources. For Monroe Correctional Complex, the debit card limit is \$50.00.
- Keys – Drivers may keep one manual car key on a single ring key chain. **Each facility will determine where keys may be secured.**
- Identification – All visitors will be allowed to have one form of identification with them in the visiting area.
- Medical – Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.
- Small comb or brush.

## Items for Infants and Toddlers

Infant and toddler items must be stored in a clear plastic bag or container. The following items are allowed:

- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon.
- Two bibs.
- Two pacifiers or teething objects.
- One non-quilted child's blanket.
- One change of baby clothing.

- One disposable diaper per hour of visit.
- Baby wipes that have been transferred to a zip lock plastic bag prior to visit.

### **HOW TO ENJOY YOUR VISIT**

**The following guidelines are in place to ensure a safe and pleasant visit.**

Continuation of your visit and visiting privileges will depend on:

- Visitors arriving without having consumed alcohol and/or an illegal substance, or being in possession of contraband.
- Visitors and/or offender following the Visit Guidelines, policy, and procedures.
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health or safety of any visitor, offender, or staff.

Weapons of any kind are not permitted.

Families are encouraged to be considerate of other visitors. Please avoid loud, excessively emotional, or disruptive behavior.

Dress standards are necessary to ensure the safety and security of visitors and offenders, to promote a non-offensive, family oriented environment, and to provide efficient processing of visitors. The Visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessories allowed. The following guidelines apply to visitors 8 years and older:

#### Clothing

Appropriate, modest clothing should be worn by all visitors. Buttons or closures should be fastened to the degree necessary to maintain modesty. All clothing must be clean and in good repair, free of holes, rips, or tears. Undergarments must be worn, to include briefs and brassieres for females, and briefs, boxers, or long underwear for males. Examples of inappropriate clothing include:

- Clothing that might expose undergarments, cleavage, stomach/midriff, bare back when arms are raised, or bare chest.
- Tight fitting clothing
- Low cut tops or bottoms
- Clothing that is sheer, see through, or mesh (other than hosiery)
- Fish net stockings

- Camisole type/halter or tank tops, not worn under other clothing
- Camouflage, bibbed attire, cargo or painter pants, or any clothing that might be considered difficult to search (e.g., excessive pockets, padding, or layering of one outer garment over another)
- Clothing referring to obscenity, alcohol, drugs, gang references, or sex in any form
- Wraparound clothing with full length openings

Dresses, skirts, shorts, capris, skorts, and slits in clothing must not fall more than 3 inches above the knee.

Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room. Such items may need to be hung on coat racks in the lobby area.

### Footwear

- Shoes, sandals, flip flops, and boots must be in good repair. Slippers and quilted or fur lined snow boots will not be allowed.

### Accessories

- Jewelry that hides other items (e.g., broaches, locket, pins) or jewelry that looks like a key is not allowed.
- The following items are permitted:
  - Four pieces of jewelry in piercings (e.g., one nose, one lip, 2 ears, or the combination of 4 pieces of pierced jewelry).
  - One watch.
  - Wedding ring set and one ring.
  - Two necklaces.
  - Two bracelets.
- Two pairs of eyeglasses, to include one non-reflective pair of sunglasses for outside visits only.
- Belts may be worn, excluding money belts or belts with compartments.
- Religious and medically necessary head coverings may be allowed with written verification.

## **COURTESY DURING VISITS**

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all participants is encouraged. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants:

- A brief hug and kiss (i.e., 4-5 seconds in length) are permitted at the beginning and conclusion of visits.
- In addition to brief, appropriate contact at the beginning and conclusion of each visit, an offender may have physical contact with his/her child(ren) up to age 8 in a manner that respects the child's feelings and physical boundaries. Facility visiting staff will monitor the child(ren) for signs of disengagement (e.g., pulling away, crying, screaming, etc.) and will, if appropriate, instruct the offender to discontinue the physical contact or return the child to the guardian.
  - The child may sit on the offender's lap.
  - The offender may show affection toward the child (i.e., hugs or kisses).
- During the visit, the only physical contact allowed between offenders and adult visitors is holding hands with hands in plain view on or above the table top. As visiting areas are family friendly environments, caressing of any kind will not be allowed.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction.
- Visit areas are provided for all visitors. Please use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the offender and his/her own visitors and family. Speaking to other visitors or offenders will not be permitted.
- During visitation, money or debit cards may be used for vending machine purchases by visitors. At minimum security facilities, both offenders and visitors may use money or debit cards for vending machine purchases. Visitors are reminded to take all unspent money and debit cards with them when they leave.
- Children must be under direct supervision and within sight of the visiting parent or guardian at all times, including children using the restroom. Offenders may supervise their visiting children while the adult visitor uses the restroom. Roughhousing and horseplay will be stopped immediately by the visiting parent.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits.
- Showing affection, holding, and playing with visiting children promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Grooming of children's hair may be done during visits, unless visits occur in dining areas.
- When changing children's soiled garments, please use the provided changing areas.
- Visits may become emotional at times. If this happens, staff will check in with you and are available to assist as needed.
- Please put away all items used during visits (i.e., games, toys, books). Please throw trash and recyclables in provided containers at the end of your visit.

Suggestion/Comment forms are available in the visit room.